



**BALTIMORE CITY EMPLOYEE EVALUATION TOOL**  
 (For Non-Cabinet Level/Non-MAPS Employees)

**PURPOSE:** Baltimore City Government, through its performance evaluation process, strives to recognize the value of every member of its workforce. This evaluation process serves the interests of employees and management by translating the City's mission into achievable organizational and job specific competencies. The continuous communication for staff provides timely performance feedback and recognition of job accomplishments.

Name:		Job #:
Evaluation Period: From: _____ To: _____		
Department/Agency:		
Position Title:	Work Phone #:	
Immediate Supervisor:	Work Phone #:	
If this evaluation is not conducted during the regular evaluation cycle, please explain:		

**DEFINITIONS FOR PERFORMANCE RATINGS:**

- Exceeds Expectations: Employee consistently meets expectations of the job **and** frequently exceeds expectations with respect to one or more assigned responsibilities.
- Meets Expectations: Employee's performance clearly meets the expectations and basic requirements of the job.
- Needs Improvement: Employee meets most but not all expectations of the job. Employee has a need for improvement in one or more assigned responsibilities.
- Unsatisfactory: Employee does not meet most expectations of the job; there is not sufficient evidence that the needed improvement is taking place.

**INSTRUCTIONS FOR CALCULATING OVERALL PERFORMANCE EVALUATION RATING:**

COMPLETE PERFORMANCE EVALUATION SHEET ON THE REVERSE SIDE. ONCE COMPLETED, COMPUTE OVERALL RATING.

Review each performance factor description and choose the rating that best describes the employee's work performance for that factor. On the evaluation sheet, "Circle" the numerical ranking that applies. **Only one numerical ranking should be chosen. Do not "split" between two rankings.**

1. Add up the numbers circled in the Rating column.
2. Divide the total from the Rating column by the number of factors. For employees without supervisory responsibility, this will be Total / 10.
  - For those with supervisory responsibilities, it will be Total / 11. In that case, round to the nearest decimal point. e.g. 2.45 would round to 2.5, but 3.43 would round to 3.4.

If the sum of the rankings = 31 and the number of applicable performance factors = 10, the final overall ranking = 3.1 or "Meets Expectations."

**OVERALL RATING (Check appropriate box)**

- |   |  |
|---|--|
| <input type="checkbox"/> Exceeds Expectations (3.6-4.0) | <input type="checkbox"/> Needs Improvement (1.6-2.5) |
| <input type="checkbox"/> Meets Expectations (2.6-3.5)   | <input type="checkbox"/> Unsatisfactory (1.0-1.5)    |

If the overall performance evaluation rating is "Needs Improvement" or "Unsatisfactory", a performance improvement plan must be attached to this performance evaluation form. A written request for an appeal must be submitted to the Department Head or his/her designee within seven (7) calendar days of the employee's rating meeting.

**EMPLOYEE COMMENTS:**

Employee Signature:	Title:	Date:
Agency Reviewer Signature:	Title:	Date:
Immediate Supervisor Signature:	Title:	Date:
Manager Signature:	Title:	Date:
Administrative Official Signature:	Title:	Date:

## BALTIMORE CITY EMPLOYEE PERFORMANCE EVALUATION WORKSHEET

### NUMERICAL RATINGS

Limit rounding to one decimal point

3.6 - 4.0 = Exceeds Expectations

2.6 - 3.5 = Meets Expectations

1.6 - 2.5 = Needs Improvement

1.0 - 1.5 = Unsatisfactory

PERFORMANCE FACTORS	RATING (Circle only one box)	COMMENTS [May include goals, suggested areas for job enhancement, career development opportunities, etc. If necessary, attach additional sheet(s)]
---------------------	---------------------------------	---

Attendance: The degree to which an employee is prompt, and follows rules concerning break and meal periods	4   3   2   1 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Adherence To Policy: The degree to which an employee follows all policies and regulations (e.g., safety, workplace violence, sexual harassment, cell phone, etc.)	4   3   2   1 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Teamwork: The degree to which an employee works as a team member to accomplish the department's mission; participates willingly; supports the team; and makes contributions.	4   3   2   1 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Creativity: The degree to which an employee suggests ideas and discovers new and improved ways for accomplishing goals	4   3   2   1 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Dependability: The degree to which an employee can be relied upon to complete a job.	4   3   2   1 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Initiative: The degree to which an employee searches out new tasks and expands abilities professionally.	4   3   2   1 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Interpersonal Relationships: The willingness and ability to communicate cooperate and work with others, including external customers.	4   3   2   1 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Knowledge of Job: The degree to which an employee demonstrates his knowledge of information needed to do the job.	4   3   2   1 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Productivity: The accuracy of work finished in a specified amount of time	4   3   2   1 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Quality: The accuracy, detail and acceptability of work accomplished.	4   3   2   1 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Leadership (If applicable): The degree to which an employee gives clear and concise instructions; delegates proper workload; uses authority appropriately following rules and regulations; and gives constructive feedback	4   3   2   1 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
TOTAL (Add checked numbers) =		

Total of numerical rating/ Number of Factors =

Overall Performance Rating (Check corresponding box on page 1.)

If the overall performance evaluation rating is "Needs Improvement" or "Unsatisfactory", a performance improvement plan must be attached to this performance evaluation form.